

Approved

October 8, 2014  
The Compass School Council  
The Compass School  
537 Old North Road  
Kingston, RI

## **MINUTES**

**Call to Order:** Dina Mandeville, Council President, calls the meeting to order at 6:02 PM.

**Roll Call of Members Present:** Dina Mandeville (DM), Heidi Vazquez (HV), Hilary Downes-Fortune (HD), Marisa Gallagher (MG), Charlie Weygand (CW), Polly Cuddy (PC), Rick Rhodes (RR), and Susannah Strong (SS).

**Absent:** Elizabeth Allen (EA)

**Also Present:** Don Holder (DH), Randy Dittmar (RD)

### **Approval of Minutes**

*DM motions to approve the September 10, 2014 Council Meeting Minutes.*

*CW seconds.*

*Vote to approve the September 10, 2014 Council Meeting Minutes:*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

### **Committee Reports (Consent Agenda)**

*RR motions to move Site Committee out of the Consent Agenda.*

*CW seconds.*

*Vote to move Site Committee out of the Consent Agenda:*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

*DM motions to accept the Consent Agenda.*

*SS seconds.*

*Discussion:*

### **Treasurer's/Development Committee**

#### Treasurer's/Development Report October 2014

- Meeting to discuss progress and transition to Business Management Consultant on 10/7 attended by Dina Mandeville, Elizabeth Allen, and Randy Dittmar. Randy will attend our council meeting this month to summarize progress and discuss current year's budget.

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- Development Committee member from last year have been contacted. In process of scheduling first face-to-face meeting.

*Vote to accept the Consent Agenda:*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

## **Site Committee**

*RR motions to accept the Site Committee report.*

*MG seconds.*

*Discussion:*

### Site Committee Report

We held (2) meetings. First was on 9/17/14 with ED, Don, Cyrus and myself. It was to review issues pending. We met again on 10/2/14 to update some of these issues.

1. Bushes have been pruned, pot holes filled in. Brush and dead trees have been cut down. Tree by office to be supported by cable when branches are pruned.
2. Boys' room needs to be refigured. One stall and one urinal are not adequate for the amount of children using the facility. Ed will sand and repaint walls and divider. He will also check the plumbing below the floor to make sure there are no leaks. Need to advise the boys "no peeing on the walls and divider". Ed is going to get a budget figure for repair of the leaks.
3. New screens have been ordered for the main building. They should be here in 3-4 weeks.
4. New LED lights were needed for the EXIT signs. They have been installed.
5. Door locks were not working properly. Charlie and Ed made repairs. New combination needed for office door. Ed researching info from manufacturer.
6. Door in the greenhouse has been fixed by Ed. He also installed a door in entrance way to Julie's office.
7. Ed worked on ramp to the Portables building. Rail has been replaced. As well as some floor treads. Ed will get non-slip strips to prevent children slipping when the surface is wet.
8. Pavers will be put on path leading to Office building. We will be looking for volunteers to give a hand installing them once they arrive.

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9. Permits for the storage building and barn are an issue. This is for work completed by the prior owner who failed to get the proper permits for the work. Don is talking with the Building Inspector.
10. We need an overall plan for both the "Barn" and "Storage" building. Do we go for a new building or go forward with renovations of one or both of the existing buildings. RIDE has a moratorium on new buildings. We need to get clarification from them to find out their position.
11. New Security lights will be installed at the front of all three buildings. They will be motion sensors activated.
12. Suggested that we get a price for lattice work area below the back deck. It needs to be clean-up. This can be done when we do the work on the pavers.
13. Critical work must be done on the cutters of the main building. They are falling down due to lack of maintenance over several years and poor construction. They have one downspout on each side of the building where there should be three. They are broken in several spots with the water running down the side and into a light fixture, and now leaking inside. Ed has got a couple of bids with the lowest coming in at \$ 1900.00. This work should be done prior to the cold weather is in place.

Sincerely,

Charlie Weygand  
Site Committee Chair

*Vote to accept the Site Committee report:*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

## **Learning Committee**

*HD motions to accept the Learning Committee Report.*

*SS seconds.*

*Discussion:*

### Learning Committee Report

Learning Committee (HD, HV, Harlyn Benetti) met on October 1, 2014, reviewed the LC Summary Spring of 2014, and modified the Action Plan presented in that document. The next Learning Committee meeting will be held on November 5<sup>th</sup> at 3:30 PM.

## **LEARNING COMMITTEE ACTION PLAN FOR 2014-2015 (DRAFT)**

1. Teachers and/or committee members will attend conferences such as the National Expeditionary Learning Conference in Boston, MA in December 2014, or the PBL 5.1 Conference in

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Providence in March 2015, and/or other webinars/conferences on Project Based Learning, Service Learning, or Problem Based Learning.

2. Identify potential model schools and arrange for and make school visits.
3. Draft sample class schedule(s) and identify additional possible projects.
4. Identify needs to improve our middle school program, such as:
  - Training
  - Technology
  - Transportation
  - Resources
5. Summarize and present field visits, conference, and research findings to faculty and director.
6. Create an action plan for implementation by the school by June 2015.

*Vote to accept the Learning Committee Report:*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

*CW motions to endorse Learning Committee Action Plan.*

*RR seconds.*

*Vote to endorse Learning Committee Action Plan:*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

## **Policy Committee**

*CW motions to approve the Policy Committee Report.*

*SS seconds.*

*Discussion:*

Policy Committee Meeting  
October 6, 2014

Attended: Dr. Donald Holder, Heidi Vazquez, Kateri Collins, Dina Mandeville, and Diane Barzaghi

Council will officially appoint Dina, Kateri, and Diane to the committee on October 8<sup>th</sup>. The committee would welcome one more parent or teacher.

The committee discussed and reviewed for council approval:

- Revised Acceptable Use Policy (Internet)
- New Teacher Evaluation Committee. These policies will be voted on at October

8<sup>th</sup> meeting.

We discussed a plan for inventorying all school policies and a system for reviewing policies. Heidi will gather all school policies and organize the current policy book into chapters. The committee will begin reviewing personnel policies at the next meeting.

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The next policy meeting is Monday, October 27, 2014 at 5:00 in the multipurpose room.

*Vote to approve the Policy Committee Report.*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

*HV motions to appoint DM, Kateri Collins, and Diane Barzhagi to the Policy Committee.*

*RR seconds.*

*Vote to appoint DM, Kateri Collins, and Diane Barzhagi to the Policy Committee.*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

*HV motions to approve the Acceptable Use Policy.*

*RR seconds.*

*Discussion:*

## **SCHOOL COUNCIL POLICY RECOMMENDATION**

### **The Compass School of Rhode Island**

**Title: Acceptable Use Policy  
Policy Section: Personnel and Students**

#### **Purpose**

The Compass School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its school. To this end, the Compass School Council encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Compass School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Council adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Compass School-owned equipment.

#### **The Compass School Rights and Responsibilities**

It is the policy of the Compass School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Compass School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Compass School retains the following rights and recognizes the following obligations:

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1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Compass School-owned equipment and, specifically, to exclude those who do not abide by the Council's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. The Compass School reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Compass School.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### User Responsibilities

1. Use of the electronic media provided by the Compass School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Compass School.
2. Proper codes of conduct in electronic communication must be used. In forums or social media sites, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any personal identifiable information.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. The sharing of accounts or passwords is prohibited.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, the Compass School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

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6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Compass School computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Compass School network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Compass School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Compass School.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

## Disclaimer

1. The Compass School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Student medical records and information procedures will follow the requirements of federal law.
3. The Compass School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The Compass School makes no warranties (expressed or implied) with respect to:
  - a. the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - b. any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The Compass School reserves the right to change its policies and rules at any time.

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**User Agreement (to be signed by all adult users and student users above grade 3)**

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Compass School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

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**User Name (please print)**

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**User Signature          Date**

Revision to Prior Policy  
Recommended by D. Holder, Director  
September 10, 2014

*Vote to approve the Acceptable Use Policy.*  
*In favor: 8    Opposed: 0    Abstain: 0*  
*Motion passes.*

*MG motions to approve the Teacher Evaluation Committee Policy.*  
*CW seconds.*  
*Discussion:*

**SCHOOL COUNCIL POLICY RECOMMENDATION**  
**The Compass School of Rhode Island**

**Title: Teacher Evaluation Committee**  
**Policy Section: Personnel**

The administration of The Compass School shall establish a **Teacher Evaluation Committee (TEC)** for the purpose of supporting teachers who received a *Developing* or *Ineffective* rating on the **Rhode Island Department of Education Teacher Evaluation Model**. The establishment of this Committee is required by the Rhode Island Department of Education Educator Evaluation System.

A teacher(s) who receive *Developing* or *Ineffective* rating is required to have in place a *Performance Improvement Plan* (PIP).

A teacher who requires a **PIP** will meet with the **TEC** to develop the **PIP**. The Director must approve the **PIP** developed by the **TEC**. A teacher(s) who does not demonstrate sufficient improvement may be subject to personnel actions according to Council policies.



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The membership on the Teacher Evaluation Committee will include the Director and at least two teachers. Teachers serve as volunteers; they are not appointed or assigned by the Director.

First Reading: September 10, 2014

Second Reading: October 8, 2014

Recommended by: D. Holder, Director

*Vote to approve the Teacher Evaluation Committee Policy.*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

### **Requests from Community for Agenda Items and Comments**

*None.*

### **Director's Report**

*RR motions to approve the Director's Report.*

*SS seconds.*

*Discussion:*

**The Compass School of Rhode Island  
Kingston, Rhode Island 02881  
School Director's Report to School Council  
October 8, 2014**

#### **1. ENROLLMENT**

##### **Enrollment Projections for 14-15, October 6 2014**

Grade Groups	Grade	Enrollment – Actual & (Admitted)
Explorers (34)	K	16
	1	18
Adventurers (19)	2	19
Discoverers (39)	3	20
	4	19
Investigators (35)	5	19
	6	19
Navigators (37)	7	20
	8	17
TOTAL		167

##### **Enrollment/Budget Difference**

Actual Ending Enrollment, 6/14	163
Enrollment in 14-15 Budget	161
14-15 Enrollment, 9/4	167
Difference (Budget & Actual)	6

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## 2. RECOGNITIONS FOR LEADERSHIP AND ON-GOING PROFESSIONAL DEVELOPMENT

- Faculty for volunteering to serve on school-based committees. Attached list.

Team/Committees	Purpose	Members
Teacher Evaluation	To provide support for teachers based on RI Teacher Evaluation Model	Don, Kate & Marilyn
Response to Intervention (RtI)	To provide organization and support for RtI	Don, Harlyn, Cathy, Michelle, Polly, Katey, Nikki and Erica
Curriculum	To develop a Curriculum Renewal Cycle and create standards-based curriculum mapping	Hilary, Heidi, Marilyn, Mark, Drew, Karen, Harlyn and Don
Technology	To plan and develop a Technology Plan including student learning outcomes	Hilary, Kat
Data Decision Team	To review student performance data and support teachers in the use of data for instruction	Michelle, Polly, Katey
Professional Development	To create a 14-15 Professional Development Plan based on RIPTS (teachers) and Job Description (TAs)	Marilyn, Nikki, Harlyn, Karen, Diane, Don
Assessment	To create a school-wide assessment plan – PARCC, RtI and other	Michelle and Don
Safety	To evaluate school safety and make recommendations for improvements	Ed, Don and Diane

## 3. STAFFING

The following lists reassignments and vacancies for 2014-15:

### Vacancies:

- Music Teacher (0.4) – posted on School Spring – Long Term Substitute (**Heather Skidds**) hired for September and October

## 4. FACILITIES

With Ed Marchetti assistance, improvements made include:

- Ed is evaluating all contract services for best service and costs

## 5. UP-COMING EVENTS

- October 10 – Compass families and friends @ Clarke Farm, 5:30 to 8. Sponsored by Co-Op. Rain date, 10/24
- October 13 – Columbus Day Holiday
- October 18 – 11 to 2, Chalk It Up Against Bullying, Wakefield

## 6. Recommendations for Council – attachments below

- Director's Vision/Goals and Status

Vision/Audience	Goals	Completion Date or On-going
<b>Communication</b> (Staff, Families, Council)	<ul style="list-style-type: none"><li>• Develop Communication Plan</li><li>• Develop weekly newsletter for community</li><li>• Participate in agenda building with Council</li></ul>	<ul style="list-style-type: none"><li>• Completed and distributed</li><li>• On-going</li><li>• On-going</li></ul>
<b>RIDE Compliances</b>	<ul style="list-style-type: none"><li>• Identify compliance needs:</li></ul>	<ul style="list-style-type: none"><li>• Completed</li></ul>

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(Staff and Council)	<ul style="list-style-type: none"><li>- Curriculum</li><li>- Assessment</li><li>- Rtl</li><li>- Technology</li><li>- Professional Development</li><li>- Fire Safety</li><li>• Start implementing compliances</li></ul>	<ul style="list-style-type: none"><li>• PD Plan, Assessment and Rtl in-progress and on-going. Technology audit was conducted and results will be forthcoming.</li></ul>
<b><u>Strategic Planning</u></b> (Staff, Families, Council)	<ul style="list-style-type: none"><li>• Participate in the development of plan</li></ul>	<ul style="list-style-type: none"><li>• To Be Determined by Council</li><li>• To be approved by Council</li></ul>
<b><u>Site Improvements</u></b> (Staff, Families, Council)	<ul style="list-style-type: none"><li>• Make recommendations for improvement</li><li>• Safety needs will be addressed immediately</li></ul>	<ul style="list-style-type: none"><li>• To Be Determined by Council</li><li>• To be approved by Council</li></ul>
<b><u>Staffing Needs</u></b> (Staff and Council)	<ul style="list-style-type: none"><li>• Make recommendations for staffing – current year and 15-16</li><li>• Budget will reflect these needs</li></ul>	<ul style="list-style-type: none"><li>• To be approved by Council</li></ul>
<b><u>Community Participation</u></b> (Staff, Families, Council)	<ul style="list-style-type: none"><li>• Investigate community participation opportunities</li></ul>	<ul style="list-style-type: none"><li>• Working with URI – on-going</li></ul>

*Vote to approve the Director's Report:*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

#### Wireless Classroom Initiative (WCI) Grant

*HD motions to approve the WCI proposal from Envision.*

*MG seconds.*

*Discussion:*

Don Holder presents history and summary of the RIDE WCI grant of \$16,914.29.

*Vote to approve the WCI proposal from Envision.*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

#### **Interim Council Position Appointment**

*RR motions to accept Elizabeth Allen's resignation from Council.*

*MG seconds.*

*Vote to accept Elizabeth Allen's resignation from Council:*

Approved

*In favor: 8    Opposed: 0    Abstain: 0*  
*Motion passes.*

*RR motions to appoint Elisa Lucia as Interim Council parent member.*  
*SS seconds.*

*Vote to appoint Elisa Lucia as Interim Council member:*  
*In favor: 8    Opposed: 0    Abstain: 0*  
*Motion passes.*

### **Request for 2013-14 Medical Buyback (Teacher)**

*HV motions to reimburse the teacher for the 2013-2014 healthcare buyback of \$4,224.*  
*RR seconds.*  
*Discussion:*

DM presents the history of the situation.

*Vote to reimburse the teacher for the 2013-2014 healthcare buyback of \$4,224.*  
*In favor: 8    Opposed: 0    Abstain: 0*  
*Motion passes.*

Enter Executive Session at 7:10 PM.

Leave Executive Session at 7:19 PM.

### **Business Manager Report**

*RR motions to accept the Business Manager's report.*  
*CW seconds.*  
*Discussion:*

#### Business Manager's Report

- Status of ongoing projects
- 2013 financial information has been corrected, sent to RIDE and has been accepted
- 2014 financial information has been corrected, sent to RIDE and has three codes to correct
- There are three non-federal/state grants to reconcile and reallocate
- Bank accounts have been reconciled through 06-30-14
- The records will be ready for audit once the grants are reconciled
- The accounting file is scheduled to be worked on by Soft Trac to correct structural issues
- 1<sup>st</sup> quarter reports will be ready once the budget amendment is approved and the bank reconciliations are caught up. Estimated to be completed by 3<sup>rd</sup> Week in October.
- RIDE upload, grant reporting and the Attorney General reporting is on track to meet the first quarter deadlines.

Approved

- We are planning on meeting with the finance committee one week in advance of the board meetings.
- Pending issues are the 2013 compliance testing by the auditor, a review and adoption of a fiscal policy manual.

*Vote to accept the Business Manager's report.*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion passes.*

### **Budget Amendments**

*RR motions to accept the proposed budget amendments.*

*HV seconds.*

*Discussion:*

RD and DM summarize and explain the proposed budget amendments.

SS leaves at 7:57 PM.

*Vote to approve the proposed budget amendments.*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

### **Council Goal Progress Review including Strategic Plan**

*CW motions to move the Council Goal Progress Review including Strategic Plan to the next meeting.*

*MG seconds.*

*Vote to move the Council Goal Progress Review including Strategic Plan to the next meeting.*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

### **Requests from Community for Agenda Items and Comments**

None.

### **Announcements**

DH requests that council prepare the upcoming agenda one month in advance starting at the next meeting.

*CW motions to adjourn.*

*MG seconds.*

*Vote to adjourn:*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

Approved

**8:05 PM meeting adjourns.**